

## **MRPBS Web Steering Project Leader Meeting**

June 3, 2004

9 MT, 10 CST, 11 EST

Conf. Call No. 1-877-633-0758

Participant code: 149795

Participants: Marianne Wendling, Arleane Dean, Dolores Lloyd, Dixie Simon

### **Meeting Agenda:**

- **Templates** – 6 templates were discussed, #1-4 will not be used. Most interest centered around #5 with some color changes and addition of drop down menus as in #6. Dixie will incorporate changes discussed and present new templates to group. Software to create and use menus will be researched procured (Link to templates - <http://www.aphis.usda.gov/mrpbs/home1.html>)
- **Marketing/surveys** – Will wait until after site update to send marketing emails, etc.
- **Next Steps** – decide on new site template, remove unused text links from main pages (Dixie will provide listing to each rep after site analysis is complete).
- **Participation from reps** – if reps do not attend or respond to requests, agreement was to go with decisions of reps that do respond or attend meetings.

### **Additional Items discussed:**

- All old MRPBS sites have officially been removed from the APHIS web server and all MRPBS divisions are now being solely represented on the MRPBS web site.
- Template updates complete as per June meeting decisions– button changes, fonts matching, etc.
- Fading added to all pages.
- Printer friendly option is now available on all pages except the Home page bringing the site to a higher level of Section 508 compliance.
- Site hit stats are now available for most of Apr – May 2004 (link to stats <http://www.aphis.usda.gov/mrpbs/webplan/plan.html>)
- FFIS CBT incorporate into the site for on-line training
- Discussed closing the project, all were in agreement to leave project open until template update, marketing and surveying have been completed.
- ERPD – remove all references from site
- Program Emergencies – remove all links to contact pages, add in info on site being updated, will add in manual for Emergency info when it becomes available (FMD)
- Dixie still needs to complete site analysis for reps
- Org chart on News & Info page is very out of date – Marianne will work on getting a newer version of the chart
- All future team request emails will include deadlines for comments/feedback.

### **Next meeting : July 1**

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